

To: Members of the Neighbourhood Plan Steering Group  
Cllrs Houghton (Chairman), Allsopp, M. Bartram, C. Mead and S. Mead.  
S. Carter, B. Davis, M. Bassett

Date: 16<sup>th</sup> July 2021

Dear All

You are summoned to attend a Meeting of the Neighbourhood Plan Steering Group Committee, which will be held at 7pm on **Wednesday 21<sup>st</sup> July 2021** at Willington Village Hall, 6 Twyford Road, Willington, Derbyshire, DE65 6DE.

Please note the following arrangements to comply with COVID regulations;

Maintain a 2 metre distance

Please bring a mask – to be worn unless seated

Sanitise hands on entrance

Please avoid close contact during entrance/exit etc.

**Members of the public are welcome to attend this meeting. However, social distancing will need to be considered and numbers will be limited.**

Yours sincerely

*Debra Townsend*

Debra Townsend  
Clerk/RFO

### **AGENDA**

**1. To Receive Apologies for Absence.**

**2. Variation of Order of Business (if required).**

**3. Declaration of Members' Interests**

- a) Members must ensure that they advise the Clerk of any Declaration of Members Interests by email prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
- b) Where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

**4. To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.**

*"In view of the confidential nature of item..... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, in order to discuss the item"*

**5. Minutes**

To agree the Minutes of the NP Steering Group Meeting held on 28<sup>th</sup> June 2021 as a true record (attached at Item 5).

**6. Questionnaire**

To agree the Questionnaire and any future actions

**7. Action Plan**

To provide an update on matters outstanding from the Meeting of 28.6.21, and agree future actions and timescales for production of the Neighbourhood Development Plan.

**8. Items for the next meeting**

To agree matters to be included on the Agenda for the next Meeting.

Meeting close.